



MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7161

GruO 1650.7F

S1

FEB 01 2000

GROUP ORDER 1650.7F

From: Commanding Officer
To: Distribution List

Subj: MARINE AIRCRAFT GROUP 12 NONCOMMISSIONED OFFICER AND MARINE
OF THE QUARTER AWARD

Ref: (a) WgO 1650.11E

- Encl: (1) Format for Recommendation of NCO/Marine of the Quarter
(2) NCO/Marine of the Quarter Evaluation Data Sheet
(3) Sample Letter to NCO/Marine of the Quarter Selectee
(4) Sample Letter to Parents/Spouse for NCO/Marine of the
Quarter Selectee
(5) Sample Letter to NCO/Marine of the Quarter Non-Selectee

1. Purpose. To promulgate procedures for the selection and recognition of the Noncommissioned Officer and Marine of the Quarter within Marine Aircraft Group 12, per the guidelines in the reference.

2. Cancellation. GruO 1650.7E.

3. Background

a. Marines are proud of their Corps, and the Corps is proud of them and takes pleasure in the opportunity to recognize superior effort. A personal recognition program offers an effective means by which deserving Marines can be acknowledged and rewarded for a job well done.

b. In view of these considerations, a program has been established to provide recognition for performance which is considered noteworthy and commendable beyond the usual requirements of duty, and when demonstrates exceptional industry, judgment, and/or initiative.

c. Designation as Wing Marine of the Quarter or NCO of the Quarter signifies the possession of those traits of leadership, morality and professionalism which are the goals of all members of the Marine Corps.

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d. This program is not intended to diminish the emphasis currently placed on any squadron's Marine/NCO of the Month program. Individuals chosen as Group Marine/NCO of the Month will represent the Group before the Wing Marine/NCO of the Quarter selection board.

4. Eligibility. The Marine/NCO of the Quarter will be selected per the following criteria:

- a. Be a Lance Corporal or below (Marine of the Quarter).
- b. Be a Corporal or Sergeant (NCO of the Quarter).
- c. Have no convictions by courts-martial.
- d. Have no non-judicial punishments or derogatory page 11's within the last six months.
- e. Have attained a passing score on the Battle Skills Test/Essential Subjects Test (BST/EST) during current required period.
- f. Have passed the physical fitness test during the current semiannual period.
- g. Active in the Commandant's Professional Reading Program.
- h. The Marine of the Quarter nominee must be enrolled in or have completed the MCI course "Fundamentals of Marine Corps Leadership".
- i. The NCO of the Quarter nominee must have completed the MCI Course "Fundamentals of Marine Corps Leadership" and be enrolled in or have completed the MCI NCO Nonresident Program or a resident NCO School/Academy (Sgts only).

5. Selection. This Group will convene a screening board during the last month of each quarter at a time and place designated by the Sergeant Major. The board will consist of the Sergeant Major (or his representative) of each squadron. Nominations will be submitted utilizing enclosures, (1) and (2).

6. Recognition

- a. The Group NCO/Marine of the Quarter will receive the

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FORMAT FOR RECOMMENDATION OF NCO/MARINE OF THE QUARTER

1650
SER NO
DATE

From: Commanding Officer, (Unit)
To: Commanding Officer, Marine Aircraft Group 12
Subj: RECOMMENDATION FOR MARINE AIRCRAFT GROUP 12 "NONCOMMISSIONED
OFFICER OF THE QUARTER"/"MARINE OF THE QUARTER" (AS
APPROPRIATE) FOR (GRADE/FULL NAME/SSN/MOS)
Ref: (a) GruO 1650.7F
Encl: (1) NCO/Marine of the Quarter Evaluation Data Sheet
1. (Name) is nominated for the MAG-12 Marine/NCO of the Quarter (as
appropriate).
2. The nominee meets all the requirements of the reference and is
highly recommended.
3. Remarks. (Limit to concise resume of the of the qualifications,
billet description and any unusual contribution to the command.) The
enclosure is provided for information.

Signature

ENCLOSURE (1)

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SAMPLE LETTER TO NCO/MARINE OF THE QUARTER SELECTEE

HEADING

1650
SER NO
DATE

From: Commanding Officer, Marine Aircraft Group 12.
To: Lance Corporal John Doe 123 45 6790/0000 USMC
Via: Commanding Officer, (Selectee's Squadron)

Subj: MARINE AIRCRAFT GROUP 12 "NONCOMMISSIONED OFFICER OF THE
QUARTER"/"MARINE OF THE QUARTER" FOR THE _____ QUARTER OF
(YEAR)

1. I congratulate you on your selection as the Marine Aircraft Group 12 "Noncommissioned Officer of the Quarter"/"Marine of the Quarter" (as appropriate) for the _____ Quarter of (year).
2. Competition for recognition as the "Noncommissioned Officer of the Quarter"/"Marine of the Quarter" (as appropriate) is keen. Your selection has been based upon your professional skill, devotion to duty and qualities of leadership. Further, through your example of initiative, you have established high standards for your contemporaries and subsequent candidates for "Noncommissioned Officer of the Quarter"/"Marine of the Quarter" honors.
3. I am extremely pleased to have a Marine of your caliber as a member of Marine Aircraft Group 12. Once again, congratulations and keep up the good work.
4. This letter is to be made part of your official service record.

I. M. COMMANDING

ENCLOSURE (3)

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SAMPLE LETTER TO PARENTS/SPOUSE FOR
NCO/MARINE OF THE QUARTER SELECTEE

HEADING

1650
SER NO.
DATE

Mr. and Mrs. John Doe
1234 Wayne Street
Anytown, Washington 98504

Dear Mr. and Mrs. Doe,

Your son/daughter/husband/wife, Corporal, Lance Corporal
_____ was selected as the Marine Aircraft
Group 12 "Noncommissioned Officer of the Quarter"/"Marine of the
Quarter" (as appropriate) for the _____ Quarter of (year). It was
my pleasure to present him/her with a letter of recognition.

Selection for "Noncommissioned Officer of the Quarter"/"Marine
of the Quarter" was based upon his/her professional attitude,
character, discipline, loyalty, and devotion to duty. Competition
for this award is keen and you can be justifiably proud that your
influence has been instrumental in making this distinction possible.

Please accept my personal congratulations on your
son's/daughter's/husband's/wife's achievements and my thanks for a
fine young American and United States Marine.

Sincerely,

I. M. COMMANDING OFFICER
Colonel, U.S. Marine Corps
Commanding

ENCLOSURE (4)

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SAMPLE LETTER TO NCO/MARINE OF THE QUARTER NON-SELECTEE

HEADING

1650
SER NO
DATE

From: Commanding Officer, Marine Aircraft Group 12
To: Lance Corporal John DOE 123 45 6789/0000 USMC
Via: Commanding Officer, (Nominee's Squadron)

Subj: MARINE AIRCRAFT GROUP 12 "NONCOMMISSIONED OFFICER OF THE
QUARTER"/"MARINE OF THE QUARTER" (AS APPROPRIATE)

1. Your recent nomination for consideration as the Marine Aircraft Group 12 "Noncommissioned Officer of the Quarter"/"Marine of the Quarter" (as appropriate) is noteworthy.
2. As you know, the competition for the award is keen. Although you were not selected, the fact that you were nominated indicates that you possess commendable attributes, which your unit recognized. Your performance of duty typifies the pride we, Marines, feel in our Corps..
3. I am sure that in the future you will continue to perform your duties in the same outstanding fashion you have demonstrated in the past. I am proud to have you as a member of Marine Aircraft Group 12.

I. M. COMMANDING

ENCLOSURE (5)

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NCO/MARINE OF THE QUARTER EVALUATION DATA SHEET

1.

RANK	LAST NAME	FIRST	INITIAL	SSN/MOS	UNIT
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2. AGE: _____ TIS (MONTHS): _____ TIG (MONTHS): _____ EAS: _____ RTD: _____
3. EDUCATION: _____ DATE OF RANK: _____ MARTIAL STATUS: _____
4. AVG PRO/CON: IN SVC _____/_____ IN GRD _____/_____ PRESENT _____/_____
5. PFT SCORE/CLASS/DATE: _____
6. RIFLE QUAL/DATE: _____ BST/EST SCORE/DATE: _____
7. OFF DUTY EDUCATION (PRESENT): _____

8. MILITARY SCHOOLS: _____

9. MCI COURSES: _____

10. AWARDS (IN SERVICE): _____

11. PAGE 11: _____
12. PAGE 12: _____
13. PAGE 13: _____
- COMMENTS: _____

ENCLOSURE (2)

following:

(1) A Certificate of Commendation awarded by the Group Commanding Officer.

(2) A Marine Aircraft Group 12 plaque.

(3) A Letter of Recognition from the Commanding Officer in the format depicted in enclosure (3).

(4) A Letter of Recognition from the Commanding Officer to the Marine's parents/spouse in the format depicted in enclosure (4).

(5) Additionally, he/she will represent the Group at the next scheduled Wing NCO/Marine of the Quarter Selection Board.

(6) If the Marine of the Quarter is not selected at the Wing Board, he/she will be afforded the opportunity to appear before the next MAG-12 Meritorious Corporal Board.

b. Each nominee for Marine/NCO of the Quarter not selected will receive a letter of recognition from the Group Commanding Officer in the format depicted in enclosure (5).

7. Action

a. Commanding Officers

(1) Submit nominations in the format depicted on enclosures (1) and (2) to this Headquarters two days prior to the convening date of the Group Board.

(2) Ensure Service Record Book entry is made to record the nomination and subsequent results.

b. Group Adjutant

(1) Prepare the Certificate of Commendation citation prior to the scheduled presentation.

(2) Prepare the correspondence contained in enclosures (3) and (4) for the selectees/non-selectees, as appropriate, for the Commanding Officer's signature.

(3) Prepare the correspondence necessary for submission of

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the Group nomination to the Commanding General, 1st Marine Aircraft Wing for competition as the Wing NCO/Marine of the Quarter.

c. Group Sergeant Major

(1) Ensure that the MAG-12 plaques are prepared for presentation by the Group Commanding Officer.

(2) Arrange an appropriate ceremony for recognition by the Group Commanding Officer.

(3) Arrange for photographic coverage of the presentation ceremony.

(4) Ensure each selectee completes a Home Town News Release Form.


J. F. FLOCK

DISTRIBUTION: A